



CITY OF HOUSTON

Job Posting

	CORRECTION	CORRECTION	CORRECTION
1	Applications accepted from:		
2	ALL PERSONS INTERESTED		
3	Job Classification	EXECUTIVE OFFICE ASSISTANT	
4	Posting Number	PN# 109998	
5	Department	Mayor's Office	
6	Division	Affirmative Action Division	
7	Section	Director's Office	
8	Reporting Location	611 Walker, 7 th Floor	
	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*	
		*Subject to change	
9	<u>DESCRIPTION OF DUTIES</u> Assists director in the coordination of office management and operational activities by performing varied clerical tasks and administrative support duties. Routinely handles information of a sensitive or confidential nature.		
	<u>CORE FUNCTIONS</u> ➤ Assists in completing business management or operation projects based on goals and instructions established by supervisor. ➤ Types and proofreads correspondence, reports, forms, documents, etc. for supervisor's approval. ➤ Gathers and prepares materials and information for staff and business meetings and presentations. ➤ Maintains calendar by scheduling meetings and appointments and making travel arrangements. Prepares and submits expense reports for management personnel. ➤ Answers telephone to screen and distribute calls, takes messages and answers routine questions. Receives and announces visitors. Opens, sorts and distributes mail. ➤ Procures necessary supplies and services.		
10	<u>WORKING CONDITIONS</u> The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.		
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a high school diploma or a GED. In environments in which document production is an integral job duty, must pass a City administered typing test at the speed identified for the classification.		
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Three (3) years of clerical or administrative support experience are required.		
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Must have a Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).		
14	<u>PREFERENCES</u> Expertise in Microsoft Software (Word, Access, Excel, and PowerPoint)		
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None	
16	<u>SAFETY IMPACT POSITION</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.		
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 15 \$901- \$1,639 Biweekly \$23,426- \$42,614 Annually</div>		
18	<u>OPENING DATE</u>	April 19, 2006	
19	<u>CLOSING DATE</u>	April 25, 2006	
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-9012. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer		